



# Address Change Request

## Office of the Chancellor

NAME (LAST, FIRST, MIDDLE INITIAL)		EFFECTIVE DATE
<b>PART I – PERMANENT RESIDENCE</b>		<b>PART II – CERTIFICATION</b>
1 STREET, PO BOX, OR RFD NO.		I certify that the information I have provided is true, correct, and complete.  _____ SIGNATURE  _____ DATE SIGNED
2 CITY	3 STATE	
4 COUNTY	5 ZIP CODE	
6 MUNICIPALITY (COMPLETE <b>ONLY ONE</b> BELOW)  CITY _____  BOROUGH _____  TOWNSHIP _____		7 TELEPHONE NUMBER (optional) (     ) _____  <input type="checkbox"/> Listed <input type="checkbox"/> Unlisted

- A. How you complete PART I will determine your taxing jurisdiction. You should enter the actual city, borough **OR** township, which you consider to be your “permanent residence.” DO NOT USE A POST OFFICE LOCATION THROUGH WHICH YOUR MAIL IS RECEIVED. “Permanent residence” is that place (city, borough or township) where you have voluntarily located yourself with the intention of making it your home and the place to which you return whenever absent. If you are unsure of your municipality/taxing jurisdiction, contact the tax assessment office in your county of residence.
- B. Date and sign PART II. Any earned income (wage) taxes due will be withheld from your pay and sent to the appropriate taxing jurisdiction.
- C. The order or priority in determining the taxing jurisdiction to which your withheld taxes will be paid and your annual earnings reported is:
1. Philadelphia – If you are a resident of the City/County of Philadelphia or a non-resident working there, taxes, by law, must be deducted.
  2. Permanent Residence – If you are not a resident of, or do not work in, Philadelphia, the next priority is the taxing jurisdiction in which you maintain your permanent residence if it is a Philadelphia municipality.
  3. Headquarters – This is the taxing jurisdiction in which your worksite is located. If one of the following conditions applies a headquarters tax may be deducted.
    - a) Employee resides in a municipality, which levies a tax of less than 1.0 percent – the difference between the residence tax and headquarters tax (up to 1.0 percent) will be deducted.
    - b) Employee is headquartered in a municipality, which is declared a “distressed municipality” – the difference between the residence tax and headquarters tax will be deducted.

Changes to permanent residence should be reported promptly by completing and returning this questionnaire to your Human Resources Office. Your Human Resources Office should be contacted if you have questions.